



COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION

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**Filing Requirements
For
TRANSFER OF PERMITTED DEVELOPMENT RIGHTS (TDC'S)**

A. PURPOSE

The TDC process is intended to allow the implementation of General Plan policies, which encourage the preservation of significant environmental features, particularly hillside areas within the Hillside Combining District. Transfer of permitted development rights shall be acted upon by the Planning Commission and City Council under the provisions set forth Section 18.44.160 through 18.44.190 of the Municipal Code.

B. FILING REQUIREMENTS

1. Initial Submittal (See Filing Schedule)
 - a. Uniform Application
 - b. **Twelve (12)** copies of Submittal Plans (see section C)
 - c. A legal description of the open space to be preserved by the transfer, accompanied by an open space (scenic) easement of open space suitable for recordation, and the applicable open space policy to be implemented by the transfer.
 - d. Current Title Report (max. 6 months old)
 - e. **Two (2)** copies of Public Hearing Information (see section D)
 - f. Filing Fees (see Fee Schedule attached to the Uniform Application)
2. Final Submittal
 - a. Additional sets of revised plans as required

C. SUBMITTAL PLANS

1. PLAN PREPARATION GUIDELINES
 - All plans shall be drawn on uniform sheet no greater than 8 ½" x 11" in size (or as approved by the Community Development Department)
 - All plans shall be clear, legible and accurately scaled
2. SITE PLAN
 - Scale: Engineering scale not to exceed 1"=40'
 - The following information shall be included on the plan:
 - Name, address, and phone number of applicant, architect and/or engineer.
 - Graphic scale and north arrow
 - Vicinity Map

- Data table to include:
 - Assessors Parcel Number
 - Site Area
 - Zoning
 - General Plan Designation
 - Residential Development Rights permitted and accompanying calculations, as applicable (slope density formula)
- Property lines and dimensions
- Location of all existing structures
- Location of all structures, driveways, parking areas, trees and drainage courses within 100' of the perimeter of the subject property
- Zoning and existing land use of adjacent parcels

D. EXISTING TOPOGRAPHICAL PLAN

- Scale: Engineering scale not to exceed 1"-40'
- Topographical plans must be prepared by a Licensed Civil Engineer
- All items (existing and proposed) shall be drawn to scale and clearly defined with distances, spot elevations, gradients, contours, details, etc.
- The following information shall be included on the plan:
 - Name, address, and phone number of applicant and/or engineer
 - Legend, north arrow, scale, vicinity map
 - Contour grading
 - Maximum contour interval will be as follows:

▪ Slope	<u>Less than 2%</u>	<u>2% - 5%</u>	<u>5% - 10%</u>	<u>Over 10%</u>
	1'	2'	5'	10'
- Easements, property lines, rights-of-way
- Existing feature within, and 100' beyond the site boundaries; natural ground, trees, structures, drainage courses, streets, trails, slopes, wells, etc.
- Delineate open space areas (20% or greater slope)

E. PUBLIC HEARING NOTICING REQUIREMENTS

1. Typed list of all property owners within 300' of the perimeter of the proposed project site pursuant to most recent equalized assessment rolls (including Assessor's Parcel Numbers)
2. Two sets of stamped, addressed, legal size envelopes (4 1/8" x 9 1/2") of all property owners from the list above
 - Use stamps, **do not use postage meter**
 - Be sure to include Assessor's Parcel Number **above** owner's name
 - Do not put return address on envelopes
3. Mailing List Affidavit (attached to Uniform Application)

See Public Hearing Requirement Examples attached to the Uniform Application